

BLM Manual 1220 - Records and Information Management

Appendix 2 - GRS/BLM Combined Records Schedules

E-mail Questions or Concerns to: **BLM Records Disposition Specialist**

Table of Contents

PLEASE NOTE: All documents listed in this manual are presented in Adobe Acrobat PDF format. You may download the free Adobe Acrobat Reader from the <u>Adobe Acrobat web site</u>. If you have any difficulty accessing a document, please contact the <u>NI_WebTeam@blm.gov</u> for further assistance.

<u>Introduction | Glossary of Terms | Subject Index | Forms Index | Status Document | Privacy Act System Notices</u>

NEW: A list of <u>BLM Records Series That May Contain Indian Fiduciary Trust Records</u> is now available. Treat these series as Permanent Records.

Schedule 1 through 32 in one PDF file (1.7MB, 279 pages)

Schedule 1: Civilian Personnel Records

Schedule 2: Payrolling and Pay Administration Records

Schedule 3: Procurement, Supply, and Grant Records

Schedule 4: Property Disposal Records

Schedule 5: Budget Preparation, Presentation, and Apportionment Records

Schedule 6: Accountable Officers' Accounts Records

Schedule 7: Expenditure Accounting Records

Schedule 8: Stores, Plant, and Cost Accounting Records

Schedule 9: <u>Travel and Transportation Records</u>

Schedule 10: Motor Vehicle and Aircraft Maintenance and Operation Records

Schedule 11: Space and Maintenance Records

Schedule 12: Communications Records

Schedule 13: Printing, Binding, Duplication and Distribution Records

Schedule 14: Information Services Records

Schedule 15: Housing Records

Schedule 16: Administrative Management Records

Schedule 17: Cartographic, Aerial Photographic, Architectural, Engineering, and Cadastral Survey Records

Schedule 18: Security and Protective Services Records

Schedule 19: RESCINDED

Schedule 20: Electronic Records

Schedule 21: Audiovisual Records

Schedule 22: Evaluation, Inspection and Audit Records

Schedule 23: Records Common to Most Offices Within Agencies

Schedule 24: Information Technology Operations and Management Records

Schedule 25: Ethics Program Records

Schedule 26: Temporary Commissions, Boards, Councils and Committees

Schedule 27: Records of the Chief Information Officer

Schedules 28 - 29: RESERVED

Schedule 30: Automated Lands and Minerals Recordation System (ALMRS) Records

Schedule 31: Texas Acquired Minerals Project (TAMP) Records

Schedule 32: Helium Records

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